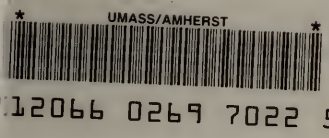
MASS. AF19.2:ED 41



EDI FOLLOW UP CLASS
AGENDA

I. WELCOME

Introductions and Agenda
Questions & Concerns

GOVERNMENT DOCUMENTS COLLECTION
APR 12 1996
University of Massachusetts Depository

II. HOW TO IDENTIFY EDI PROBLEMS

Review the EDI process

Review EDI reports

BREAK

EDI Case Studies

III. HOW TO SOLVE EDI PROBLEMS

Review Modifications to PG/PD and ORs

Review Rejected VIs

Review Adjustments to PVs

Other Issues & Concerns

EDI Tables

This chart summarizes the electronic purchasing process specifically as it relates to MMARS data entry requirements and tracking of electronic purchasing information.

The following tables are listed below corresponding to the appropriate steps of the electronic purchasing process. These tables can be used to monitor each aspect of the electronic purchasing process.

Ordering Goods

Enter orders on tables:	VCAD / VCAC / VCCT		
An on-line shell is generated & electronically transmitted via a:	(PG & PD)		
Information is tracked on-line:	BILL	SHIP	DOCP
	OEDI	OPOC	OPOH
	PROM	OPOR	PCON
	PTEX	OPOL	OSCH
	OSCL		

Receiving Goods

Enter confirmation of your order on:	OREG/ORSG		
An on-line shell is generated & electronically transmitted via:	(OR)		
Information can be tracked on-line:	OORH	OORL	OEDI
	ORHV	ORLV	PROM
	OPOR	ORTX	DOCO

Receiving Invoice

Vendor invoice electronically transmitted from the vendor to MMARS:	(VI)		
Information can be tracked on-line:	OVIH	OVIL	IEDI
	OVHV	OVLV	PROM
	OPOR	VITX	SUSF

Generating Payment

A payment voucher is automatically generated by MMARS:	(PV)		
Information can be tracked on-line:	PROM	PRMS	PRMP
	OPOH	OHPV	OLPV

EDI REPORTS

EDI Reports

In addition to tables, the new system provides a series of reports to assist departments in resolving any EDI related problems that occur.

The reports are available in VIEWDIRECT and in hard copy to departments using EDI. They are grouped by department and organization as well as vendor and are distributed in hard copy from OMIS on the 8th floor of One Ashburton Place. In addition both the Comptroller's operations unit and the PGS MIS unit receive copies of these reports for all departments along with control reports used to validate the daily operation of the system.

A list of reports the departments will receive and the reports' usages appears below. Examples of these reports are included. The reports are numbered RPT730 A, B, C & D through RPT733 A&B. In each series, the A&C suffixes list transactions successfully transmitted and/or processed. The B&D suffixes list transactions with errors and/or warnings that were identified during the batch processes. In some instances, the errors may have prevented the transaction from being transmitted via EDI. A&B reference nightly cycle processing and C&D reference rush processing.

Should a problem be identified in reviewing these reports, communication between the department, DPGS, CTR and the vendor are critical for efficient problem resolution to occur. It is important that the departments review these reports and resolve all issues on a daily basis. If there are any problems the department does not know how to handle, departments should contact the Comptroller's help-line for assistance. The error messages detailed in the next chapter define who should be contacted for resolution.

MMARS Electronic Purchasing System Report Summary - Available in VIEWDIRECT

Report Number	Report Description	Report Intent	Frequency	Audience
RPT 730A	EDI Outgoing Nightly Batch Report	Details the outbound EDI transactions transmitted, i.e., PG, PD, SC & OR Transactions	Daily	Control & Statewide Departments
RPT 730B	EDI Outgoing Nightly Error Report	Details errors in EDI Outgoing Nightly Batch	Daily	Control & Statewide Departments
RPT 730C	EDI Outgoing Rush Batch Report	Details the Rush outgoing EDI transactions transmitted, i.e., PG, SC, PD Transactions	Daily	Control & Statewide Departments
RPT 730D	EDI Outgoing Rush Error Report	Details errors on Outgoing Rush Batch	Daily	Control & Statewide Departments
RPT 731A	EDI Incoming TXN Batch Report	Details the incoming EDI transactions received, i.e., VI	Daily	Control & Statewide Departments
RPT 731B	EDI Incoming TXN Error Report	Details Errors on EDI Incoming transmission	Daily	Control & Statewide Departments
RPT 732A	EDI Procurement Match Batch Report	From the Procurement Match process, details the transactions recorded and processed for a purchasing transaction	Daily	Control & Statewide Departments
RPT 732B	EDI Procurement Match Error Report	Details Errors found during the procurement match process	Daily	Control & Statewide Departments
RPT 733A	EDI PV Generation Batch Report	Details Automatic PV's Generated	Daily	Control & Statewide Departments
RPT 733B	EDI PV Generation Error Report	Details errors in PV Generation Batch	Daily	Control & Statewide Departments

The EDI reports are produced daily and are separated by department and organization. If there is no activity for a department, there will be no report generated for that day. The transactions are separated by vendor. The reports include an as of date which identifies the date on which the transmission was sent.

B1.0 Outgoing Transaction Reports -RPT730

The RPT730A report details the PD, PG, SC and OR transactions successfully transmitted after the overnight cycle. The RPT730C report details the PD, PG, SC and OR transactions successfully transmitted after the afternoon, rush cycle. These reports include the transaction ID number and the document total as well as the transmit date. In addition the EDI transaction set number is noted. EDI transaction set 850 represents a purchase order and includes PD, PG and SC transactions. Transaction Set number 861 represents a receipt advice. This is the MMARS order receipt confirmation transaction, OR. The line numbers are listed along with a record (RCD) type to flag the record as a header (HD), detail (DT) or Summary (SM) record. Each transaction transmitted will have one header and one summary record. The number of detail records depends on the number of catalog items on the order.

The RPT730B & D reports identify transactions with error or warning messages. Warning messages usually will not prevent a document from transmitting. Documents with warning messages that still transmit will also appear on the RPT730A or C report. Warnings should be reviewed and the appropriate action taken. Error messages on the other hand prevent a document from transmitting and should be corrected as soon as possible so that the order can be transmitted in the next cycle. The RPT730B&D reports have the same fields as the RPT730A&C reports with one addition, an audit message column. In this column, warning and error messages appear. A listing of warning and error messages for all EDI error reports are included in the next chapter. Rarely will errors preventing the transmission of an order or receipt confirmation occurring.

B2.0 Incoming Transaction Reports - RPT731

The RPT731A report details vendor invoices received. Similar to the RPT730A report, the RPT731A details the VI document ID number and the document total. In addition, it references the purchase order number and the vendor delivery number. It also indicates whether the invoice is a debit invoice (DI) or a credit invoice (CN). The record (RCD) types on this report are header (H) and line (L). The line number is also indicated.

The RPT731B report lists any vendor invoices received with errors. Several of the fields on this report differ from those on the RPT731A report. The record (RCD) type can be either header (HD) or detail (DT) and instead of the document/line total column, an audit message column is included. This column lists the error and warning message related to the invoices received in that cycle. Occasionally invoices may be sent with an unidentifiable department. These types of invoices will appear on a report for a department and organization identified as CTR DOCC. The CTR operations unit will advise DPGS if there are any such entries. Any entries for this department should be reviewed by the DPGS and resolved with the vendor.

B3.0 Procurement Match Reports - RPT732

The RPT732A&B reports detail the results of the procurement match cycle. The RPT732A report details purchasing transactions that have been matched. The purchase order ID , vendor delivery and vendor invoice numbers are recorded on this report along with the receipt (OR) transaction id number. The RPT732B report lists the purchasing transactions that have gone through the procurement match process but remain unmatched. This report lists the purchase order id, vendor deliver & vendor invoice numbers and the receipt (OR) transaction ID. In addition the record (RCD) type is listed as either header(H) or line (L). Audit messages are also listed which identify what is preventing the procurement match from taking place. If the problem is related to a particular catalog item, the purchase order line number will be listed in the line number column. The error message applicable will appear in the audit message column. An example of these messages is included on the sample report in this chapter.

B4.0 Automatic PV Generation Reports

The RPT733A&B reports detail the automatic PV generation process. The RPT733A report lists the PV's that have been generated. The payment voucher (PV) id, PV date and document total are listed, as are the purchase order, vendor delivery and vendor invoice numbers. If the PV's are to be loaded to SUSF with a "HELD" status, an H will appear in the PV date column. The RPT733B report identifies errors and warnings related to the automatic PV generation process. Rarely will errors occur during this process. The RPT733B report is similar to the RPT733A report except that the document total column is replaced by the audit message column.

The error and warning messages on these reports indicate that something is wrong or inconsistent. It is critical that departments review these reports on a daily basis and resolve the issues that are flagged.

Samples of the above reports follow.

NOTES:

```
RUN DATE: 03/03/95                    COMMONWEALTH OF MASSACHUSETTS                    REPORT PAGE:   3
RUN TIME: 02:25:34     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID: RPT730A
DMH2511                          OFFICE OF THE COMPTROLLER                PROGRAM ID:  MAREDIPO
                                        EDI BATCH REPORT
                                      AS OF: 03/02/95

DEPARTMENT:          FUN

ORG:                 2511

VENDOR CODE:         0428961270162     STAPLES INC / D A MACISAAC DIV

TRANSACTION        RCD LINE    TRANSACTION       TRANSMIT          DOCUMENT
ID                 TYP NUMBER  SET               DATE              TOTAL
-----------------  --- ------  ----------------  ----------------  ---------------
PGFUN2511504433S   HD          850               950303
PGFUN2511504433S   DT  001     850               950303
PGFUN2511504433S   DT  002     850               950303
PGFUN2511504433S   SM          850               950303            20.17

VENDOR TOTAL                                                       20.17
```

Outgoing EDI transactions successfully transmitted after the nightly cycle; include PG, PD, SC, OR documents

```
RUN DATE: 02/13/95                    COMMONWEALTH OF MASSACHUSETTS
RUN TIME: 13:33:04     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
PGS0100                          OFFICE OF THE COMPTROLLER
                                    RUSH EDI BATCH REPORT
                                    AS OF: 02/13/95

DEPARTMENT:          FUN

ORG:                 0100

VENDOR CODE:         0428961270162     STAPLES INC - MACISAAC

TRANSACTION        RCD LINE    TRANSACTION       TRANSMIT          DOCUMENT
ID                 TYP NUMBER  SET               DATE              TOTAL
-----------------  --- ------  ----------------  ----------------  -------------
PDFUN01000000001   HD          850               950213
PDFUN01000000001   DT  001     850               950213
PDFUN01000000001   DT  002     850               950213
PDFUN01000000001   DT  003     850               950213
PDFUN01000000001   DT  004     850               950213
PDFUN01000000001   SM          850               950213                 139.25

 VENDOR TOTAL                                                           139.25
```

Outgoing EDI transactions successfully transmitted after the afternoon rush cycle; include PG, PD, SC, OR documents

```
RUN DATE: 02/28/95                    COMMONWEALTH OF MASSACHUSETTS              REPORT PAGE:    2
RUN TIME: 02:14:45     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID: T730B
DMH2651                              OFFICE OF THE COMPTROLLER           PROGRAM ID:  MAREDIPO
                                           EDI ERROR REPORT
                                          AS OF: 02/27/95

DEPARTMENT:          FUN

ORG:                 2651

VENDOR CODE:         0428961270162     STAPLES INC / D A MACISAAC DIV

TRANSACTION        RCD LINE    TRANSACTION       TRANSMIT          DOCUMENT          AUDIT
ID                 TYP NUMBER  SET               DATE              TOTAL             MESSAGE
-----------------  --- ------  ----------------  ----------------  ----------------- ---------------
 ORFUN26515332M01  DT  001     861               950228                              *EPBP VEND CTLG NOT ON
VCAT
 ORFUN26515332M01  SM          861               950228
```

Outgoing transactions identified after the nightly cycle which contain warnings and errors; include PG, PD, SC, OR transactions; Warning messages do not prevent the transaction from being sent out

```
RUN DATE: 02/13/95                    COMMONWEALTH OF MASSACHUSETTS                REPORT PAGE:    1
RUN TIME: 13:33:04     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM   REPORT ID: T730D
PGS0100                              OFFICE OF THE COMPTROLLER                  PROGRAM ID: MAREDIAR
                                          RUSH EDI ERROR REPORT
                                          AS OF: 02/13/95

DEPARTMENT:          FUN

ORG:                 0100

VENDOR CODE:         0428961270162     STAPLES INC - MACISAAC

TRANSACTION        RCD LINE    TRANSACTION       TRANSMIT          DOCUMENT          AUDIT
ID                 TYP NUMBER  SET               DATE              TOTAL             MESSAGE
-----------------  --- ------  ----------------  ----------------  ----------------- ---------------------
----
 PDFUN01000000001  DT  002     850               950213                              *EPBM VEND CTLG NOT
ON VCAT
 PDFUN01000000001  DT  003     850               950213                              *EPBM VEND CTLG NOT
ON VCAT
 PDFUN01000000001  DT  004     850               950213                              *EPBM VEND CTLG NOT
ON VCAT
 PDFUN01000000001  SM          850               950213
```

Outgoing transactions identified after the afternoon rush cycle which contain warnings and errors; include PG, PD, SC, OR transactions; Warning messages do not prevent the transaction from being sent out

RUN DATE: 03/02/95 COMMONWEALTH OF MASSACHUSETTS REPORT PAGE: 2
RUN TIME: 22:47:52 MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID: RPT731A
DMH2850 OFFICE OF THE COMPTROLLER PROGRAM ID: MAREDIVI
VENDOR INVOICE BATCH REPORT
AS OF: 03/02/95

DEPARTMENT: FUN

ORG: 2850

VENDOR CODE: 0428961270162 STAPLES INC / D A MACISAAC DIV

DOCUMENT ID	RCD TYP	LINE NUMBER	DI/ CN	PURCHASE ORDER ID	VENDOR DELIVERY NUMBER	VEND INVOICE NUMBER	DOCUMENT/LINE TOTAL
VIFUN28500000496	H			PGFUN2850G540140	967457	9674457	474.90
VIFUN28500000496	L	001		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	002		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	003		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	004		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	005		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	006		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	007		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	008		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	009		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	010		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	011		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	012		PGDFUN050G540140	967457	9674457	
VIFUN28500000496	L	013		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	014		PGFUN2850G540140	967457	9674457	
VIFUN28500000496	L	015		PGFUN2850G540140	967457	9674457	
VENDOR TOTAL							474.90

Incoming EDI transactions successfully received; includes vendor invoices which generate a MMARS VI transaction.

RUN DATE: 03/02/95 COMMONWEALTH OF MASSACHUSETTS REPORT PAGE: 1
RUN TIME: 22:47:52 MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID: RPT731B
PGS0100 OFFICE OF THE COMPTROLLER PROGRAM ID: MAREDIVI

VENDOR INVOICE ERROR REPORT
AS OF: 03/02/95

DEPARTMENT: FUN

ORG: 0100

VENDOR CODE: 0428961270162 STAPLES INC / D A MACISAAC DIV

DOCUMENT ID	RCD TYP	LINE NUMBER	DI/ CN	PURCHASE ORDER ID	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	AUDIT MESSAGE
VIFUN01000000490	DT	001		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC
VIFUN01000000490	DT	002		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC
VIFUN01000000490	DT	003		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC
VIFUN01000000490	DT	004		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC
VIFUN01000000490	DT	005		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC
VIFUN01000000490	DT	006		PGFUN0100G538313	805595	805595	*EPEF PRCH ORD LINE NOT ON OPOC

Inbound transactions received with errors identified; Errors may prevent the generation of a MMARS VI document, cause a VI document to be generated with a "REJECT" status or prevent the procurement match from executing a "M", match status

```
RUN DATE: 03/03/95                    COMMONWEALTH OF MASSACHUSETTS                    REPORT PAGE: 1
RUN TIME: 02:26:27     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID:  RPT732A
DMH2600                              OFFICE OF THE COMPTROLLER                  ROGRAM ID: MAREDIPM
                                     PROCUREMENT MATCH REPORT
                                        AS OF: 03/02/95

DEPARTMENT:          FUN

ORG:                 2600

VENDOR CODE:          0428961270162     STAPLES INC - MACISAAC

PURCHASE          VENDOR DELIVERY       VENDOR INVOICE         RECEIPT          DOCUMENT
ORDER ID          NUMBER                NUMBER                 TRANSACTION ID   TOTAL
----------------- --------------------- --------------------- ---------------- ----------------
PDFUN26005041401 952873                 952873                 ORFUN26005041401
PDFUN26005046401 956832                 956832                 ORFUN26005046401
PDFUN2600535301H 902177                 902177                 ORFUN2600535301H
PDFUN2600535301H 903888                 903888                 ORFUN26005353H01
PGFUN26005041402 952874                 952874                 ORFUN26005041402
```

Purchase orders that have successfully been "M", matched, during the procurement match process.

```
RUN DATE: 03/03/95                    COMMONWEALTH OF MASSACHUSETTS                    REPORT PAGE: 1
RUN TIME: 02:26:27     MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID:  RPT732B
DMH2500                              OFFICE OF THE COMPTROLLER                  PROGRAM ID: MAREDIPM
                                          PM ERROR REPORT
                                        AS OF: 03/02/95

DEPARTMENT:          FUN

ORG:                 2500

VENDOR CODE:          0428961270162     STAPLES INC / D A MACISAAC DIV

PURCHASE          RCD LINE     VENDOR DELIVERY       VENDOR INVOICE    RECEIPT          AUDIT
ORDER ID          TYP NUMBER   NUMBER                NUMBER            TRANSACTION ID   MESSAGE
----------------- --- -----   --------------------- ----------------- ---------------- ------------------
-----
                  H                                                   *EPCP OVHV ORHV QTY MISMATCH
PGFUN2500502000C             931117                 931117                ORDFFUN25005033001
```

Purchase orders identified during the procurement match process which have not resulted in a "M", match condition.

RUN DATE: 03/03/95 COMMONWEALTH OF MASSACHUSETTS
RUN TIME: 02:26:48 MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
DMH2600 OFFICE OF THE COMPTROLLER
PV GENERATION BATCH REPORT
AS OF: 03/02/95

DEPARTMENT: FUN

ORG: 2600

VENDOR CODE: 0428961270162 STAPLES INC - MACISAAC

PAYMENT VOUCHER ID	PV DATE		PURCHASE ORDER ID	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	DOCUMENT TOTAL
PVFUN26000000172	950223	H	PDFUN26005041401	952873	952873	41.10
PVFUN26000000173	950223	H	PDFUN26005046401	956832	956832	125.92
PVFUN26000000174	950123	H	PDFUN2600535301H	902177	902177	35.43
PVFUN26000000175	950123	H	PDFUN2600535301H	903888	903888	89.74
PVFUN26000000176	950223	H	PGFUN26005041402	952874	952874	30.24

Automatically generated PV's successfully generated

RUN DATE: 03/03/95 COMMONWEALTH OF MASSACHUSETTS REPORT PAGE: 1
RUN TIME: 02:26:48 MMARS - MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM REPORT ID:RPT733B
DMH2600 OFFICE OF THE COMPTROLLER PROGRAM ID: MAREDIPV
PV GENERATION ERROR REPORT
AS OF: 03/02/95

DEPARTMENT: FUN

ORG: 2600

VENDOR CODE: 0428961270162 STAPLES INC - MACISAAC

PAMENT VOUCHER ID	PV DATE		PURCHASE ORDER ID	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	AUDIT MESSAGE
	950223	H	PDFUN26005041401	952873	952873	*EPCE PRCH ORD NOT ON OPOH

Payments which have been identified as having errors during the automatic generation process, for which no PV's have been generated.

EDI ERROR MESSAGES

EDI Report Error Messages

Each of the EDI reports with "B" and "D" suffixes in the report name which are listed in the previous chapter and have a number of error and warning messages associated with them. This chapter lists these messages and indicates what action should be taken. The messages are listed under four sections: outgoing transaction error messages, incoming transaction error messages, procurement match error messages and automatic PV generation error messages.

It is important departments resolve problems that appear on these reports on a daily basis. Errors listed on report numbers RPT730B, RPT730D, RPT731B and RPT733B will appear only on the day they first occur. The errors on the RPT732B report will continue to appear on subsequest reports until the problems are resolved.

C1.0 Outgoing Transaction Error Messages - RPT730B & RPT730D

The following error messages indicate that a problem has been identified during the EDI outgoing batch process. These messages are separated into two parts. The reports involved would be RPT730B & RPT730D. Part One includes those messages related to a problem the department user can identify and correct either alone or with the assistance of the CTR help line or DPGS. Part Two includes those messages that identify a system problem for which the department user should contact the CTR Operations Unit. CTR Operations will contact OMIS and/or DPGS as appropriate to resolve.

The messages below indicate some discrepancy between the MMARS tables and an EDI batch process that creates an EDI transaction for transmission to a Commonwealth vendor An error message means that the purchase order or order receipt transaction was not transmitted. A warning message may be informational or it may mean that corrective action is necessary, but that the transaction was tranmsmitted.

RPT730B&D
Part One - Department must Correct

EPBF ERROR OEDI TRANS ID NOT ON OPOH
Transaction Id listed in OEDI does not exist in OPOH

EPBG ERROR OPOH TRANS ID NOT ON OPOC
Transaction Id listed on OPOH does not exist in OPOC

EPBH ERROR OEDI TRANS ID NOT ON OORH
Transaction Id listed in OEDI does not exist in OORH

EPBI ERROR OORH TRANS ID NOT ON OORL

Transaction ID listed in OORH does not exist in OORL

EPBJ WARNING SHIP ADDR NOT ON SHIP
Shipping Address on the transaction is not in the SHIP table

EPBK WARNING BILL ADDR NOT ON BILL
Billing Address on the transaction is not in the BILL table

EPBL WARNING OPOC TEXT NOT ON PTEX
Although the text indicator in the transaction is "Y", there is no associated text in the PTEX table. No text was downloaded for transmission.

EPBM WARNING VEND CTLG NOT ON VCAT
Catalog number entered on the purchase order does not exist in the VCAT table.

EPBN WARNING UNIT MEAS NOT ON UNIT
Unit of Measure associated with the purchase order line does not exist in the UNIT table. Possible data entry or table update by DPGS to the UNIT table may be required.

(MMARS UNIT and SERU tables require a four to two character crosswalk between the MMARS unit format and the EDI standard format. There also needs to be a two character to two character crosswalk maintained for EDI processing consistency.)

EPBO WARNING OORL TEXT NOT ON ORTX
Although the text indicator in the OORL table for the OR transaction is "Y", there is no associated text in the ORTX table. No text was downloaded for this transaction.

EPBP WARNING VEND CTLG NOT ON VCAT
The catalog number entered on the receipt confirmation does not exist in the VCAT table.

EPBQ WARNING UNIT OF MEASURE NOT ON UNIT
Unit of measure associated with the receipt line is not on the UNIT table.

EPBR WARNING OPOH TEXT NOT ON PTEX
Although the text indicator on OPOH is set to "Y", there is no associated text in the PTEX table. No text was donwloaded for this transaction.

EPBS ERROR OEDI TRANS ID NOT ON OSCH
The OEDI transaction Id does not exist in the OSCH table

EPBT ERROR OSCH TRANS ID NOT ON OSCL
The SC transaction id on the OSCH table does not exist in the OSCL table.

EPBU WARNING OSCH TEXT NOT ON SCTX
Although the text indicator in the OSCH table is set to "Y", there is no associated text in the SCTX table. No text was downloaded for this transaction.

EPBV WARNING OSCL CTLG NOT ON VCAT
The catalog number on the OSCL table does not exist in the VCAT table.

EPBW WARNING OSCL UNIT NOT ON SERU
The service unit of measure in the OSCL table does not exist in the SERU table. Possible data entry or table update by CTR to the SERU table may be required.

(MMARS UNIT and SERU tables require a four to two character crosswalk between the MMARS unit format and the EDI standard format. There also needs to be a two character to two character crosswalk maintained for EDI processing consistency.)

EPBX WARNING OSCL TEXT NOT ON SCTX
The text indicator on the OSCL table was not matched to associated text on the SCTX table. No text was downloaded for this transaction.

RPT730B&D
Part Two - Department must Contact CTR Operations Unit

EPAA ERROR TP01 RCD NOT ON SYSD
The TP01 record is not in the SYSD table.

EPAB ERROR SYSD RCD NOT ON CLDT
The SYSD record is not in the CLDT table.

EPAC ERROR BDAT RCD NOT ON DATE
The BDAT record is not in the DATE table.

EPBA ERROR OEDI TABLE EMPTY
The OEDI table is empty.

EPBB ERROR *** OEDI GHU FAILED ***
A program error condition occurred while trying to update a transaction to the OEDI table.

EPBC ERROR *** OEDI DELX FAILED ***
A program error condition has occurred while trying to delete a transaction from the OEDI table.

EPBD ERROR *** OEDI INSX FAILED ***
A program error condition occurred while trying to insert a transaction in the OEDI table.

EPBE ERROR OEDI TRANS CODE NOT IN TCTS
The transaction code on the OEDI table is not in the TCTS table. Review the transaction to ensure it is formatted properly.

EPBY ERROR *** MTILOG TDEF FAILED ***
A program error condition occurred while trying to update a transaction to the MTILOG for Information Warehouse processing.

EPBZ ERROR *** MTILOG POST FAILED ***
A program error condition occurred while trying to update a transaction to the MTILOG for Information Warehouse processing.

C2.0 Incoming Transaction Error Messages - RPT731B

The following error messages indicate that a problem has been identified during the EDI incoming batch process, which includes the receipt of original, credit and debit invoices. These messages are separated into two parts. The report involved is RPT731B. Part One includes those messages related to a problem the department user can identify and correct either alone or with the assistance of the CTR help line or DPGS. Occasionally the user may have to contact the vendor if the resolution involves re-transmission of the invoice. Part Two includes those messages that identify a system problem for which the department user should contact the CTR Operations Unit. CTR Operations will contact OMIS and/or DPGS as appropriate to resolve.

An error message means that the transaction was never loaded to the MMARS suspense file (SUSF). Reprocessing of this transaction is necessary. A warning message means that corrective action is necessary, but that the transaction was still loaded to SUSF.

RPT731B
Part One - Department must Correct

EPEF WARNING PRCH ORD LINE NOT ON OPOC
A purchase order line associated with the invoice line is not in the OPOC table.

EPEG WARNING UNIT MEAS NOT ON UNIT
The unit of measure associated with the vendor invoice line is not in the UNIT table.

EPEK ERROR PRCH ORD NOT ON PROM
The purchase order associated with the debit or credit invoice is not in the PROM table.

EPEN WARNING VEND INV LINE NOT ON OVLV
The vendor invoice line is not in the OVLV table.

EPEP ERROR VEND INV NOT ON OVHV
The original vendor invoice to be debited or credited is not in the OVHV table.

EPEQ ERROR PRCH ORD LINE NOT ON OSCL
The purchase order line associated with the invoice is not on the OSCL table.

EPER ERROR PROM STATUS IS CLOSED
The PROM table status for the debit or credit invoice is closed.

EPES ERROR PRCH ORD NOT ON OPOH
The purchase order number associated with the invoice is not on the OPOH table. Contact the Trading Partner to resubmit correct invoice.

EPCY ERROR PRCH ORD NOT ON OSCH
The SC number associated with the vendor invoice is not in the OSCH table. Contact the Trading Partner to resubmit correct invoice.

RPT731B
Part Two - Department must contact CTR Operations Unit

EPAA ERROR TP01 RCD NOT ON SYSD
The TP01 record is not on the SYSD table.

EPAB ERROR SYSD RCD NOT ON CLDT
The SYSD record is not on the CLDT table.

EPAC ERROR BDAT RCD NOT ON DATE
The BDAT record is not on the DATE table.

EPAD ERROR VI RCD NOT ON DATE
The VI transaction is not on the DATE table.

EPEA INFO INPUT VI FILE EMPTY
An informational message indicating that no vendor invoice file was processed in the MMARS cycle. This message notifies the CTR Operations Unit and DPGS, MIS unit, using department/organization, CTR DOCC, that no vendor invoices were taken into the MMARS cycle.

EPEB ERROR *** IEDI INSX FAILED ***
A program error condition occurred when trying to insert a transaction into the IEDI table.

EPEC ERROR VALID VI FILE EMPTY
An empty vendor invoice file as been identified after the file validation process. Review the transaction to ensure it is formatted properly.

EPED ERROR TRAN SET NOT ON TSTC
An EDI transaction set is not in the TSTC table. Review the transaction to ensure it is formatted properly.

EPEH ERROR *** ADNT GF FAILED ***
A program error condition occurred when getting a record from the ADNT table.

EPEI ERROR *** ADNT GHU FAILED ***
A program error condition occurred when getting a record from the ADNT table.

EPEJ ERROR *** ADNT REPX FAILED ***
A program error condition occurred when trying to replace a record on the ADNT table.

EPEO ERROR *** IEDI DUPE KEY ***
A program error condition occurred where a duplicate key was found on the IEDI table.

C3.0 Procurement Match Error Messages - RPT732B

The following error messages indicate that a problem has been identified during the EDI procurement match batch process. These messages are separated into two parts. The report involved is the RPT732B. Part One includes those messages related to a problem the department user can identify and correct either alone or with the assistance of the CTR help line or DPGS. The user may have to compare the open invoice (VI) tables (OVHV, OVLV) and open receipt confirmation (OR) tables (ORHV, ORLV))and compare them to the vendor's packing list in order to resolve the problem. Sometimes, the user may have to modify the OR transaction if research identifies it has been entered incorrectly. Other times, the user may have to contact the vendor if the resolution involves their transmitting new, credit or debit invoices. The error identified must be resolved and corrected in MMARS, before a procurement match resulting in a "M", matched condition will occur. Part Two includes those messages that identify a system problem for which the department user should contact the CTR Operations Unit. CTR Operations will contact OMIS and/or DPGS as appropriate to resolve. The status of the purchase order (PD, PG, SC) will remain "O", open or "U", unmatched until the problems are corrected. Unlike the other EDI error reports, the errors on the RPT732B report will continue to be reported each day until they are corrected.

RPT732B
Part One - Department must Correct

EPCC ERROR VEND DELV NOT ON ORHV
The vendor delivery number is not on the ORHV table.

EPCD ERROR VEND INV NOT ON OVHV
The vendor invoice number is not on the OVHV table.

EPCE ERROR PRCH ORD NOT ON OPOH
The pruchase order on the PROM table is not on the OPOH table.

EPCF ERROR OVLV LINES NOT FOUND
The vendor invoice line was not found.

EPCG ERROR OVLV LINE NOT ON ORLV
The specific vendor invoice line on the OVLV table did not correspond to any receipt line on the ORLV table The PROM table will display a status of "U", unmatched. The vendor invoice does not match the receipt confirmation. Re-check the delivery receipt or packing list. If the item was received, add the item to the OR transaction through an OR modification. If it was not received, contact the vendor and request a credit invoice.

EPCH ERROR OVLV LINE NOT ON OPOC
The specific vendor invoice line on the OVLV table did not correspond to any purchase line on the OPOC table.

EPCI ERROR OVLV ORLV QTY INV MISMATCH

The quantity invoiced for a specific line on the OVLV table does not match thequantity received on the ORLV table. The PROM table will display a status of "U", unmatched. The vendor invoice does not match the receipt confirmation. Re-check the delivery receipt or packing list. If the invoiced quantity is correct, modify the OR transaction through an OR modification. If it was not received, contact the vendor and ask for a credit or debit invoice.

EPCJ ERROR OVLV OPOC UNIT COST MISTMATCH

The unit cost associated with a specific invoice line on the OVLV does not match the unit cost on the OPOC table. The PROM table will display a status of "U", unmatched.

EPCK ERROR OPOC ORLV CTLG NUM MISMATCH

The purchase order catalog number on the OPOC table does not match the receipt catalog number on the ORLV table. The PROM table will display a status of "U", unmatched.

EPCL ERROR OPOC OVLV CTLG NUM MISMATCH

The purchase order catalog number on the OPOC table does not match the invoice catalog number on the OVLV table. The PROM table will display a status of "U", unmatched.

EPCM ERROR OVLV OUTST QTY MISMATCH

The quantity invoiced on the OVLV table is greater than the outstanding quantity defined as the quantity ordered on OPOC minus (the quantity invoiced on OPOC less the quantity invoiced on OVLV). i..e., the invoiced quantity in OVLV exceedsm the in-invoiced quantity remaining on the purchase order as seen in OPOC. The PROM table will display a status of "U", unmatched.

EPCN ERROR ORLV OUTST QTY MISMATCH

The quantity received on the ORLV table is greater than the outstanding quantity defined as the quantity ordered on OPOC minus (the quantity invoiced on OPOC less the quantity invoiced on OVLV). The PROM table will display a status of "U", unmatched.

EPCO ERROR OPOH OVHV INV AMT MISMATCH

The invoiced amount on the OPOH table does not match the OVHV table. The PROM table will display a status of "U", unmatched.

EPCP ERROR OVHV ORHV QTY MISMATCH

The quantity on the OVHV table does not match the ORHV table. The PROM table status will display a status of "U", unmatched.

EPCS ERROR OPOH PROM IND = N

The PROM indicator on the OPOH table is equal to "N" which means no participation in the match process.

EPCX ERROR ORLV LINES NOT FOUND

A receipt line was not found on the ORLV table.

EPCY ERROR PRCH ORD NOT ON OSCH

The service contract on the PROM table is not on the OSCH table.

EPC0 ERROR OVLV LINE NOT ON OSCL

The vendor invoice line from the OVLV table is not on the OSCL table.

EPC1 ERROR OSCH PROM IND = N

The PROM indicator on the OSCH table is equal to "N" which means no participation in the match process.

EPC2 ERROR OSCH OVHV INV AMT MISMATCH

The invoiced amount on the OSCH table does not match the OVHV table. The PROM table will display a status of "U", unmatched.

EPC3 ERROR OVLV OSCL UNIT COST MISMATCH

The unit cost associated with the specific invoice line on the OVLV table does not match the unit cost on the OSCL table. The PROM table will display a status of "U", unmatched.

EPC4 ERROR OSCL ORLV CTLG NUM MISMATCH

The service contract catalog number on the OSCL table does not match the catalog number entered on the receipt confirmation as seen on ORLV table. The PROM table will display a status of "U", unmatched.

EPC5 ERROR OSCL OVLV CTLG NUM MISMATCH

The service contract catalog number on the OSCL table does not match the invoiced catalog number as seen on the OVLV table. The PROM table will display a status of "U", unmatched.

EPC6 ERROR OVLV SC OUTST QTY MISMATCH

The number of units invoiced on the OVLV table is greater than the outstanding number of units defined as the number of units ordered on OSCL less the number of units invoiced on OSCL less the number of units invoiced on ORLV. The PROM table will display a status of "U", unmatched.

EPC7 ERROR ORLV SC OUTST QTY MISMATCH

The number of units received on the ORLV table is greater than the outstanding number of units defined as the number of units ordered on OSCL less the number of units received on OSCL less the number of units received on ORLV. The PROM table will display a status of "U", unmatched.

RPT732B

Part Two - Department must Contact CTR Operations Unit

EPAA ERROR TP01 RCD NOT ON SYSD

The TP01 record is not on the SYSD table.

EPAB ERROR STSD RCD NOT ON CLDT

The SYSD record is not in the CLDT table.

EPAC ERROR BDAT RCD NOT ON DATE

The BDAT record is not in the DATE table.

EPAE ERROR PROM TRANS CODE INVALID

The tansaction id on the PROM table is invalid.

EPCA ERROR *** PROM GF FAILED ***

A program error condition occurred when trying to read a record on the PROM table.

EPCB ERROR *** PROM GHU FAILED ***
A program error condition occurred when trying to read a record on the PROM table.

EPCQ ERROR *** OVHV GHU FAILED ***
A program error condition occurred when trying to read a record on the OVHV table.

EPCR ERROR *** OORH GHU FAILED ***
A program error condition occurred when trying to read a record from the OORH table.

EPCT ERROR *** PROM REPX FAILED ***
A program error condition occurred when trying to update a transaction on the PROM table.

EPCU ERROR *** OVHV REPX FAILED ***
A program error condition occurred when trying to update a transaction on the OVHV table.

EPCV ERROR *** OORH REPX FAILED ***
A program error condition occurred when trying to update a transaction on the OORH table.

C4.0 Automatic PV Generation Error Messages - RPT733B

The following error messages indicate that a problem has been identified during the EDI automatic PV generation process. These messages are separated into two parts. The report involved is the RPT732B. Part One includes those messages related to a problem the department user can identify and correct either alone or with the assistance of the CTR help line or DPGS. Part Two includes those messages that identify a system problem for which the department user should contact the CTR Operations Unit. CTR Operations will contact OMIS and/or DPGS as appropriate to resolve.

The messages below indicate some discrepancy between the MMARS tables and an EDI batch process that creates an automatic payment voucher (PV). An error message means that the data necessary to create a PV document was incomplete. A warning message may be informational or it may mean that corrective action is necessary, but that a PV was created.

RPT733B
Part One - Department must Correct

EPCE ERROR PRCH ORD NOT ON OPOH
The purchase order document is not on the purchase order open items table (OPOH).

EPDE ERROR VEND DELV NOT ON ORHV
The vendor delivery number is not on the open receipt header table.

EPDF ERROR VEND INV NOT ON OVHV
The vendor invoice is not on the open vendor header table, OVHV.

EPDR ERROR OSCL CTLG NOT ON VCAT
The catalog number on the open service contract line (OSCL) table is not on the VCAT table.

EPDS ERROR OSCL LINE NOT ON OVLV
The catalog detail line on the open service contract line (OSCL) table cannot be found on the corresponding open vendor invoice line table, OVLV.

EPEX ERROR TPIN RCD NOT FOUND
The document id was not found on the transaction processing indicator table, TPIN.

RPT733B
Part Two - Department to Contact CTR Operations Unit

EPAA ERROR TP01 RCD NOT ON SYSD
The TP01 record is not in the SYSD table.

EPAB ERROR SYSD RCD NOT ON CLDT
The SYSD record is not in the CLDT table.

EPAC ERROR BDAT RCD NOT ON DATE
The BDAT record is not on the DATE table.

EPDH ERROR *** ADNT GF FAILED ***

A program error condition occurred when trying to read the automatic document numbering table (ADNT).

EPDI ERROR *** ADNT REPX FAILED ***

A program error condition occurred when trying to insert a record in the automatic document numbering table.

EPCB ERROR *** PROM GHU FAILED ***

A program error condition occurred when trying to read the procurement match table (PROM).

EPCT ERROR *** PROM REPX FAILED ***

A program error condition occurred when trying to insert a record in the procurement match table (PROM).

EPDL ERROR *** ADNT GHU FAILED ***

A program error condition occurred when trying to read the automatic document numbering table (ADNT).

EPDM ERROR *** OVHV GHU FAILED ***

A program error condition occurred when trying to read the open vendor header table (OVHV).

EPDN ERROR *** OVHV REPX FAILED ***

A program error condition occurred when trying to insert a record to the open vendor header table (OVHV).

EPDO ERROR *** OORH GHU FAILED ***

A program error condition occurred when trying to read the open receipt header table (OORH).

EPDP ERROR *** OORH REPX FAILED ***

A program error condition occurrred when trying to insert a record to the open receipt header table (OORH).

EPBY ERROR *** MTILOG TDEF FAILED ***

A program error condition occurred when trying to update a transaction to the MTILOG for Information Warehouse processing.

EPBZ ERROR *** MTILOG POST FAILED ***

A program error condition occurred when trying to update a transaction to the MTILOG for Information Warehouse processing.

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order.

The DOCUMENT ID is: PG NJZ 10001001INC

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac

PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (401
317 BROOKS STREET / WORCESTER, MA 01604 (508) 8
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (413,
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508)

BJ193 | UPTOWN

SOLD TO:

OFFICE OF FUN
J.W. MCCORMICK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

ORDERED BY NJZ

OFFICE OF FUN
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

CUSTOMER P.O. NUMBER ▸ PGNJZ10000100INC

CUST. P.O. NUMBER ▸ PGNJZ10000100ING

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102192				7/20/95	202101

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	U/M	BIN NO.	STOCK NUMBER	DESCRIPTION
			1	1	0			A111R	FILE FOLDERS
			1	1	0			B22-A	3-1/2" EXPANSION
			1	1	0			BA00GY	DESK STAPLER

CARRIER	PCS	WEIGHT	SHIPPER	RECEIPT NUMBER	DATE	AMOUNT	SHIPPED WITH
TOWN							

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order.

The DOCUMENT ID is: PG NJZ 10001004INV

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order. Have all the report covers and folders been deliver

The DOCUMENT ID is: PD NJZ10005000 6P

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

ACTION: S SCREEN: PROM M M A R S 07/22/95 12:40:18

*** PROCUREMENT MATCH TABLE ***

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PO NJ2 1000 5006P

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM STATUS
01-	4005M	4005INV	ORNJ21000500006P	C
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac
PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Art Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (401
317 BROOKS STREET / WORCESTER, MA 01604 (508) 8
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (413)
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508)

PAGE NO. 1

BJ193 UPTOWN

SOLD TO:

OFFICE OF FUN
J.W. MCCORMACK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

OFFICE OF FUN
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

ORDERED BY

CUSTOMER P.O. NUMBER ▸ PD NJZ1000500004P

CUST. P.O. NUMBER ▸ PDNJZ1000500006P

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102195				7/20/95	4005M

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	UNIT ORDER QTY.	UNIT SHIP QTY.	UNIT B.O. QTY.	UNIT U/M	UNIT PRICE	STOCK NUMBER	DESCRIPTION
			2					ABN1824	BULLENTIN BOARDS
			15					ACC11038	REPORT COVERS
			10					ACC15004	FOLDERS

CARRIER	POS	WEIGHT	SHIPPED	RECEIPT NUMBER	DATE	AMOUNT	SHIPPED WITH
UPS							

RUN DATE: 07/22/95
RUN TIME: 02:26:27
FUN1000

COMMONWEALTH OF MASSACHUSETTS
MMARS-MA MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
OFFICE OF THE COMPTROLLER
PROCUREMENT MATCH REPORT
AS OF: 07/21/95

REPORT PAGE: 1
REPORT ID: RPT 732A
PROGRAM ID: MAREDIPM

DEPARTMENT: NJZ

ORG: 1000

VENDOR CODE: 0428961270162 STAPLES INC - MACISAAC

PURCHASE ORDER	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANSACTION ID	DOCUMENT TOTAL
PDNJZ1000500006P	4005M	4005INV	ORNJZ1000500006P	75.88

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order.

The DOCUMENT ID is: PG NJZ 100050010VI

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac

PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (40
317 BROOKS STREET / WORCESTER, MA 01604 (508)
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (41
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508

BJ193 UPTOWN

SOLD TO:

OFFICE OF
J.W. MCCORMICK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

ORDERED BY

OFFICE OF
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

CUSTOMER P.O. NUMBER ▸ PG NJZ10005 0010VI

CUST. P.O. NUMBER ▸ PGNJZ10005 0010VI

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102-192				7/20/95	V.I 1401

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	U/M	BIN NO.	STOCK NUMBER	DESCRIPTION
				2				A111R	FILE FOLDERS
				3				B-ESB-BK	BOOKENDS
				4				B460BK	DESK STAPLER

CARRIER

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order. The vendor says they shipped the goods & sent an inv

The DOCUMENT ID is: PG NJZ 10001007INC

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

RUN DATE: 07/22/95
RUN TIME: 02:26:27
FUN1000

COMMONWEALTH OF MASSACHUSETTS
MMARS-MA MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
OFFICE OF THE COMPTROLLER
VENDOR INVOICE ERROR REPORT
AS OF: 07/21/95

REPORT PAGE: 1
REPORT ID: RPT 731B
PROGRAM ID: MAREDIVI

DEPARTMENT: NJZ

ORG: 1000

VENDOR CODE: 0428961270162 STAPLES INC - MACISAAC

DOCUMENT ID	RCD TYP	LINE NUM	PURCHASE ORDER	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANSACTION ID	AUDIT MESSAGE
VINJZ10005000020	DT		PGNJZ10007INC	202107	INVO20	ORNJZ10001007INC	CAT NUM NOT ON VCAT

NOTE: THIS ERROR MESSAGE FOUND IN THE TRAINING DATABASE ONLY

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac

PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (40
317 BROOKS STREET / WORCESTER, MA 01604 (508)
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (41
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (50

BJ193 UPTOWN

SOLD TO:

OFFICE OF FUN
J.W. MCCORMACK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

OFFICE OF FUN
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

ORDERED BY NJZ

CUSTOMER P.O. NUMBER ▸ PGNJZ1000100? INC

CUST. P.O. NUMBER ▸ PGNJZ1000100? INC

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102192				7/20/95	202107

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	U/M	P/N NO.	STOCK NUMBER	DESCRIPTION
								A1112R	FILE FOLDERS
								B22-4	3 1/2" EXPASION
								B400GY	TACK STAPLER

CARRIER	PCS	WEIGHT	SHIPPED	RECEIPT NUMBER	DATE	AMOUNT	SHIPPED WITH
TOWN							

EDI SKILL CHECK

Your supervisor has asked you to check the status of a purchase order.

The DOCUMENT ID is: PG NJZ 1000600020R

What is its status on the PROM table?_____

If it does not have a status of 'C' then you need to figure out the problem!

List the steps you took to find the answer:

_____

_____

_____

_____

_____

_____

_____

_____

ACTION: R SCREEN: PROM M M A R S 07/22/95 15:30

*** PROCUREMENT MATCH TABLE ***

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PG NJZ 100060002OR

	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANS ID	PROM STATUS
01-	5602OR	INV602OR	OR NJZ 100060002OR	U
02-	5602OR-B	INV602OR-B		O
03-	602OR-A	INV602OR-A		O
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				

04-*L009 HEADER CHANGE

RUN DATE: 07/22/95
RUN TIME: 02:26:27
FUN1000

COMMONWEALTH OF MASSACHUSETTS
MMARS-MA MANAGEMENT ACCOUNTING AND REPORTING SYSTEM
OFFICE OF THE COMPTROLLER
PM ERROR REPORT
AS OF: 07/21/95

REPORT PAGE: 1
REPORT ID: RPT 732B
PROGRAM ID: MAREDIPM

DEPARTMENT: NJZ

ORG: 1000

VENDOR CODE: 0428961270162 STAPLES INC - MACISAAC

PURCHASE ORDER	RCD TYP	LINE NUMBER	VENDOR DELIVERY NUMBER	VENDOR INVOICE NUMBER	RECEIPT TRANSACTION ID	AUDIT MESSAGE
PGNJZ10006002OR	H		56020R	INV602OR	ORNJZ1000600020R	OVHV ORHV QTY MISMATCH

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac

PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.

Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (401
317 BROOKS STREET / WORCESTER, MA 01604 (508) 7
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (413
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508)

BJ193 UPTOWN

SOLD TO:

OFFICE OF FUN
J.W. MCCORMICK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

ORDERED BY NJZ

OFFICE OF FUN
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

CUSTOMER P.O. NUMBER ▸ PG NJZ\000600020R

CUST. P.O. NUMBER ▸ PG NJZ\000600020R

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102192				7/20/95	56020R

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	U/M	BIN NO.	STOCK NUMBER	DESCRIPTION
			1					B19-2	13/4" EXPANSION

CARRIER	PCS.	WEIGHT	SHIPPER	RECEIPT NUMBER	DATE	AMOUNT	SHIPPED WITH
TOWN							

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac
PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (40
317 BROOKS STREET / WORCESTER, MA 01604 (508)
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (413
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508

BJ193 UPTOWN

SOLD TO:

OFFICE OF FUN
J.N. MCCORMICK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

ORDERED BY NJZ

OFFICE OF FUN
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 02108

CUSTOMER P.O. NUMBER ▶

CUST. P.O. NUMBER ▶PG.NJZ.10000600020R

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
10292				7/21/95	6020R-A

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	SHELF U/M	SHELF BIN NO.	STOCK NUMBER	DESCRIPTION
								B19-4	5 1/4" EXPANSION

CARRIER

MAIN OFFICE
80 HUDSON ROAD
SHAWMUT PARK
CANTON, MA 02021
Tel. (617) 821-4900

Isaac

PRODUCTS FOR THE OFFICE WE DO BUSINESS YOUR WAY.
Supplies • Printing • Forms Management • Data Processing • Furniture • Industrial Supplies • Ad Specialties

SATELLITE OFFICES
10 JEFFERSON BOULEVARD / WARWICK, RI 02888 (401)
317 BROOKS STREET / WORCESTER, MA 01604 (508) 8
92 DOTY CIRCLE / WEST SPRINGFIELD, MA 01089 (413)
28 WHITES PATH / SOUTH YARMOUTH, MA 02664 (508)

PAGE NO. 1

BJ193 UPTOWN

SOLD TO:

OFFICE OF
J.W. MCCORMICK BUILDING
ONE ASHBURTON PLACE, 9TH FLOOR
BOSTON, MA 02108

SHIP TO:

ORDERED BY

OFFICE OF
ONE ASHBURTON PLACE, 9TH FLOO
ONE ASHBURTON PLACE, 9TH FLOO
BOSTON, MA 0210S

CUSTOMER P.O. NUMBER ▶

CUST. P.O. NUMBER ▶ PG-NJZ-1000600020R

CUSTOMER NUMBER	SLM.	REFERENCE NUMBER	COMMENTS	ORDER DATE	ORDER NUMBER
102192				7/20/95	56020R-B

BULK ORDER QTY.	BULK SHIP QTY.	BULK B.O. QTY.	SHELF ORDER QTY.	SHELF SHIP QTY.	SHELF B.O. QTY.	U/M	BIN NO.	STOCK NUMBER	DESCRIPTION
			1					B22-4	3 1/2" EXPADS100

CARRIER	PCS	WEIGHT	SHIPPER	RECEIPT NUMBER	DATE	AMOUNT	SHIPPED WITH
TOWN							

EDI SKILL CHECK: ANSWER SHEET

PGNJZ100050010VI (4)

1.
Refer to the PROM table for the status of this document, it is Open.
2.
Check EDI Tables for correct vendor del. doc. number, quantities, catalog numbers as compared to original order.
3.
Check the ORLV table to find the vendor delivery number you entered on the OR,
4.
Check the OVLV table to find the vendor delivery number that was sent by the vendor.
5.
Refer to the packing slip which contains the correct vendor delivery.
6.
In this case, the department has entered an incorrect vendor delivery number. You will have to modify the original OR and enter a new OR with the correct vendor delivery number. Remember, a modified OR will not be transmitted electronically but must be sent to the vendor.

PGNJZ1000602OR (6)

1.
Review the PROM table which indicates that this document is Unmatched.
2.
Review Report 732B referencing the PG. The report tells you that there was a mismatch of information on the OR (ORHV table) and the VI (OVHV table).
3. ORLV OVLV to catalog number.
Refer to both tables and cross check the amount received against the amount invoiced. Also refer to the packing slip.
4.
In this case, you received your order in 3 shipments but only entered one OR document. You must enter one OR for every packing slip/vendor delivery number received. You entered all of the items on one OR.
5.
You will need to modify the original OR to reflect the amount received and enter two more ORs.

PGNJZ100050006P (3)

1.
Review the PROM table which indicates a Match occurred for this PG.
2.
But you are uncertain if all the items were delivered for this PG. So you must retrieve the OREG or ORSG table and reference the PG Document ID.
3.
After doing this, you note that there are still outstanding items on this order that must be shipped to your office. Remember, when you receive the second shipment enter a new OR Document ID and be certain to enter the correct delivery number from the packing slip. If you are uncertain, call the vendor to confirm the correct number, as an incorrect number will result in having to modify the OR later.

EDI SKILL CHECK: ANSWER SHEET

PGNJZ1000104INV (2)

1.
Begin by reviewing the PROM table, note the status of this document is "O", open.
2.
Note that an OR has been entered for this purchase which means that the goods have been received, you also have the packing slip.
3.
But no Vendor Invoice (VI) has been received, this field is blank on the PROM table.
4.
You will need to call the vendor and request that an invoice be processed as soon as possible to facilitate the payment process.
5.
Once you have received the VI, the status will update to "C", complete, which indicates that a payment was generated. Of course, the vendor information must match your OR information for a successful match!

PGNJZ10001001INC (1)

1.
Begin by reviewing the PROM table, note the status of this document is "O", open.
2.
Note that a Vendor Invoice (VI) has been received, this field is filled on the PROM table.
3.
But, an OR has NOT been entered for this purchase which means that the goods have may have not been received or the OR has not been entered yet. In this case, you have the packing slip which indicatest the goods were received but no OR entered.
4.
You will need to enter an OR as soon as possible to facilitate the payment process. Remember, the vendor information must match your OR information for a successful match! So it pays to check that you are entering a matching vendor delivery number and quantities. Review the OVIL table for this information.
5.
Once you have entered the OR, this status will update to "C", complete, indicating that a payment was generated.

PGNJZ1000107INC (5)

1.
The status of this PG is Open. But a vendor insists that a vendor invoice was electronically transmitted to MMARS.
2.
Review Report 731B which indicates that there was an error on the VI document. You can look at this VI on the SUSF table to check the errors.
3.
You will need to call the vendor and request that a corrected invoice be sent immediately to facilitate payment. It is the vendors responsibility not the depts if an invoice is sent incorrectly.

Modifying an Order Receipt (OR)

OVERVIEW

In some cases an Order Receipt may have to be modified. For example, perhaps you entered in an incorrect vendor delivery number or an incorrect receipt quantity was entered for an item. If these errors are not corrected, MMARS will not be able to process a match and generate a payment voucher (PV) for the vendor.

A modification is allowed in MMARS after the original transmission of the order is sent. **But remember, once an order transmission has been transmittedmodifications are not sent electronically to the vendor.** Transmission status of the order can be observed on the EDI Outgoing Status Table (OEDI). A "C" (closed) status indicates the order has already been transmitted. If that is the fact, verbal or written communication with the vendor is necessary to confirm the modification you made in MMARS. Illustration of the OEDI table is below:

EDI Outgoing Status Table
(OEDI)

ACTION: R SCREEN: OEDI M M A R S 08/08/95 10:06:28
EDI OUTGOING STATUS TABLE
KEY IS TRANS CODE, DEPT, TRANS NUMBER, TRANS LINE NUMBER, TRANSMIT DATE

	TC	DEPT	TRANSACTION NUMBER	TRANSACTION LINE NUMBER	TRANSMIT DATE	TRANSMIT STATUS
01-	OR	FUN	10005365002		08 05 95	C
02-	OR	FUN	MTCH5KALPAN		05 23 95	C
03-	OR	FUN	MTCH5SOFTWR		05 05 95	C
04-	OR	FUN	MTCH5VISIOO		05 05 95	C
05-	OR	FUN	MTCH5054000		03 07 95	C
06-	OR	FUN	1000G500001		10 08 94	C
07-	OR	FUN	1000G500006		11 19 94	C
08-	OR	FUN	1000G500007		11 19 94	C
09-	OR	FUN	1000G500008		11 21 94	C
10-	OR	FUN	1000G500009		11 21 94	C
11-	OR	FUN	1000G500010		11 30 94	C
12-	OR	FUN	1000G500011		11 30 94	C

DESCRIPTION: This table maintains the transmit status of MMARS transactions that will be processed through EDI. It is referenced to determine which MMARS transactions will be included in the daily outgoing EDI file.

Valid Status Codes:

Open:	*O (missing information)*	***Rush:***	*R (order was a rush)*
Closed:	*C (match/payment cleard)*	***Hold:***	*H (the order is being held)*

In the instructions that follow, it is assumed that the OR has already transmitted and is off the SUSF table, or if document has not been transmitted but gone "Done" and not off SUSF. You need to reference the original OR document in order to zero it out and then re-enter a new OR with the correct information. Follow these instructions: First you must retrieve the SUSF table:

ACTION:	**N**
SCREEN:	**SUSF** **Hit <Enter>**

On this screen type the following:

ACTION:	**S**
FUNCTION:	**New**
LINE 00:	Enter in the original OR transaction number of the OR to be modified **Hit <Enter>**

This brings you to the header of the OR, type the following (this information can be found on the Order Receipt Header and Line Tables):

HEADER

TRANSACTION DATE:	**Today's date**
ACTION:	**M**
RECEIPT DATE:	Original date that the OR was received
TOTAL QTY RECEIVED:	Type the net total of all lines to be modified as a negative (i. e: -25); if net is a decrease **Hit <Enter>**

LINE

LINE NUMBER:	**Of the OR** for the catalog # to be modified
REF PO LINE:	**Of the PG (or PD)** line # for the catalog # to be modified
QTY RECEIVED:	Enter quantity to be modified.
I/D:	**D** (for Decrease) or I (for Increase)
P/F:	**P** (partial); if appropriate, and if "P/F" flag in OPOC table is "F" and modification will adjust for less than ordered quantity
FUNCTION:	**ED** **Hit <Enter>**

This should schedule the document for MMARS processing. Type "FD" in the FUNCTION field, hit <Enter>. This will take you back to SUSF.

If this example included an incorrect vendor delivery number and had to decrease all items on the OR, then you would enter a new OR using either the OREG or ORSG tables.

Remember, there are distinctions to modifications if at various stages of the EDI purchasing process.

Now you need to enter a new OR Document ID on the SUSF table. Follow these instructions::

ACTION:	**S**
FUNCTION:	**New**
LINE 00:	**Type in a new OR Document ID**
	Hit <Enter>

This brings you to the HEADER of the OR, type the following:

ACTION:	**E**
TRANSACTION DATE:	**Today s date**
REFERENCE PURCHASE ORDER ID:	**PG or PD that is being modified**
VENDOR DELIVERY NUMBER:	If correcting a number type the correct number now
RECEIVED BY:	**Name of receiver**
RECEIPT DATE:	**Date of receipt of goods**
VENDOR CODE:	**Of the vendor**
TOTAL QTY RECEIVED:	**Original or corrected quantity**
	Hit <Enter>

This brings you to the LINE of the OR, type the following:

LINE NUMBER:	**Of the OR**
REF PO LINE:	**Of the PG**
QTY RECEIVED:	**Amount of correct adjustment**
I/D:	**"I"** or **"D"** depending if it is an increase or decrease
FUNCTION:	**ED**
	Hit <Enter>

This will schedule the OR for processing in MMARS. Enter an "FD" in the FUNCTION field to get back to SUSF.

Tips To Remember:

OR Line Number:	*can be found on the ORLV or OORL table*
PG Ref PO Line:	*can be found on the OORL, ORLV or OPOC tables*
Vender Delivery #:	*can be found on the ORHV table and OORH table*
QTY REC:	*can be found on OORL, ORLV, and OPOC tables*
Catalog Number:	*can be found on the OPOC table and also on the ORLV and OORL order receipt tables*

NOTES:

Reference Tables

Procurement Match Table
(PROM)

```
ACTION: R  SCREEN: PROM          M  M  A  R  S                07/19/95 12:06:39
                        *** PROCUREMENT MATCH TABLE ***

KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

PURCHASE ORDER ID: PG FUN 1000G5365001

    VENDOR DELIVERY        VENDOR INVOICE         RECEIPT             PROM
    NUMBER                 NUMBER                 TRANS ID            STATUS
    ---------------------- ---------------------- ------------------ -
01- 5365001                857602                 OR FUN 10005365001    C
02- 5365002                857602-1               OR FUN 10005365002    C
03- 857602-2               857602-2               OR OSC 1000G50010A    U
04- 857602-3               857602-3                                     O
05-
06-
07-
08-
09-
10-
11-
05-*L009 HEADER CHANGE
```

DESCRIPTION: This table records the relationship between purchase orders, order receipts, and invoices at the document level. It also records the status of the record, whether it has been unmatched or not, and if the record should be selected for performing a match.

EDI Outgoing Status Table
(OEDI)

```
ACTION: R  SCREEN: OEDI          M  M  A  R  S                07/19/95 13:21:32
     EDI OUTGOING STATUS TABLE
     KEY IS TRANS CODE, DEPT, TRANS NUMBER, TRANS LINE NUMBER, TRANSMIT DATE

                 TRANSACTION    TRANSACTION    TRANSMIT     TRANSMIT
     TC   DEPT     NUMBER       LINE NUMBER      DATE       STATUS
     --   ----   -----------    -----------    --------     --------
01- OR   FUN    10005365001                   08 10 95        C
02- OR   FUN    10005365002                   10 12 94        C
03- OR   FUN    1000D500003                   11 15 94        H
04- OR   FUN    1000D50001B                   11 23 94        H
05- OR   FUN    1000D50003B                   03 28 95        H
06- OR   FUN    1000G500006                   11 30 94        H
07- OR   FUN    1000G500007                   11 30 94        H
08- OR   FUN    1000G500008                   11 30 94        C
09- OR   FUN    1000G500009                   11 30 94        C
10- OR   FUN    1000G50001A                   10 18 94        C
11- OR   FUN    1000G500010                                   O
12- OR   FUN    1000G500011                                   O
13- OR   FUN    1000G500012                                   O
14- OR   FUN    1000G500014                                   O
```

DESCRIPTION: This table records all MMARS transactions in the EDI outgoing process. It is referenced to determine which MMARS transaction will be included in the daily outgoing EDI file.

NOTE: Reference reports in conjunction with above screens.

Open Receipt Header By Vendor Delivery # (ORHV)

```
ACTION: R  SCREEN: ORHV          M  M  A  R  S                08/04/95 16:47:02
            *** OPEN RECEIPT HEADER TABLE BY VENDOR DELIVERY # TABLE ***
    KEY IS VENDOR DELIVERY NUMBER, TRANSACTION ID

01-
      VENDOR DEL #: 5365001                TRANSACTION ID: OR FUN 10005365001
       VENDOR-CODE: 042896127 0162        TRANSACTION DATE: 08 05 95
         REF PO ID: PG FUN 10005365001
      RECEIPT DATE: 08 05 95           RECEIVED BY: NJZ
       PROM STATUS: O
    CARRIER #/NAME:

    TOTAL RECEIVED:    31.00
    TOTAL RETURNED:    15.00
    TOTAL ACCEPTED:    16.00
```

DESCRIPTION: The Open Receipt Header by Vendor Delivery # (ORHV) is an alternate view of the ORHV table which includes information from the header of the Vendor Invoice. Lines are added to the Header every time a new OR transaction is accepted in MMARS.

Open Receipt Line By Vendor Delivery # (ORLV)

```
ACTION: R  SCREEN: ORLV          M  M  A  R  S                08/04/95 16:52:36
                  *** OPEN ORDER RECEIPT LINE TABLE ***
    KEY IS VENDOR DELIVERY NUMBER,TRANSACTION ID, LINE NUMBER

01-
     VENDOR DEL NUM: 5365001
     TRANSACTION ID: OR FUN 10005365001
        LINE NUMBER: 001

        REF PO LINE: 001
     CATALOG NUMBER: A111R
        DESCRIPTION: FILE FOLDERS, RECYCLED
     COMMODITY CODE: 62015341005        SERVICE CODE:
               UNIT: HV                     TEXT IND: Y

       QTY RECEIVED:    10.00                P/F IND: P

       QTY RETURNED:     0.00           QTY REJECTED:        0
        QTY OVERAGE:     0.00            QTY DAMAGED:        1
       QTY UNDERAGE:     0.00          QTY INCORRECT:        1
```

DESCRIPTION: The Open Receipt Line by Vendor Delivery # (ORHV) is an alternate view of the Open Order Receipt Line (OORL) table which includes information from the header of the Vendor Invoice transaction. Lines are added to Header every time a new OR transaction is accepted in MMARS.

NOTE: Reference reports in conjunction with above screens.

Open Order Receipt Header Table
(OORH)

```
ACTION: R  SCREEN: OORH          M  M  A  R  S                07/14/95 14:29:28
                  *** OPEN ORDER RECEIPT HEADER TABLE ***
    KEY IS TRANSACTION ID

01-
       TRANSACTION ID: OR FUN 10005365001
          VENDOR-CODE: 042896127 0162 TRANSACTION DATE:  08 05 95
            REF PO ID: PG FUN 10005635001
    VENDOR DELIVERY #: 5365001
         RECEIPT DATE: 08 05 95            RECEIVED BY:  NJZ
          PROM STATUS: O
      CARRIER NO/NAME:

       TOTAL RECEIVED:   596.00
       TOTAL RETURNED:    16.00
       TOTAL ACCEPTED:   490.00
```

DESCRIPTION: The Open Order Receipt Header (OORH) is used to record the goods are received against specific order lines as well as the vendor code, the name of the person who accepted the order, and the carrier name, and identification number. This table and the Open Order Receipt Line (OORL) provide one segment of the procurement match files.

Open Order Receipt Line Table
OORL

```
ACTION: R  SCREEN: OORL          M  M  A  R  S                07/14/95 14:27:13
                  *** OPEN ORDER RECEIPT LINE TABLE ***
    KEY IS TRANSACTION ID, LINE NUMBER

01-
     TRANSACTION ID: OR FUN 10005365001

        LINE NUMBER: 001
        REF PO LINE: 001          VENDOR DELIVERY #: 5365001
     CATALOG NUMBER: A111R
        DESCRIPTION: FILE FOLDERS, RECYCLED
     COMMODITY CODE: 62015341005       SERVICE CODE:
               UNIT: C                     TEXT IND:
       QTY RECEIVED:    10.00              P/F IND: F

       QTY RETURNED:     0.00          QTY REJECTED:        0
        QTY OVERAGE:     0.00           QTY DAMAGED:        0
       QTY UNDERAGE:     0.00         QTY INCORRECT:        0
```

DESCRIPTION: The Open Order Receipt Line (OORL) is used to record the receipt of goods (commodities) against specific order commodity lines. It also captures any special condition of the receipt of such as damages or overshippment and whether the receipt is a partial or final delivery.

NOTE: Reference reports in conjunction with above screens.

How to Modify a Purchase Order: Price Agreement (PG) & Non-Price Agreement (PD) Items

OVERVIEW

In some cases a Purchase Order may have to be modified. A modification is allowed in MMARS after the original transmission of the order is sent. If modification is done on the same day or before transmission, the last views update if the purchase is transmitted. **But remember, once an original order transmission has transmitted modifications are not sent electronically to the vendor.** The vendor must be notified by phone, fax or mail. Transmission status of the order can be observed on the EDI Outgoing Status Table (OEDI). A "C" (closed) status indicates the order has already been transmitted. If that is the fact, verbal or written communication with the vendor is necessary to confirm the modification you made in MMARS. Illustration below of the OEDI table:

EDI Outgoing Status Table
(OEDI)

```
ACTION: R  SCREEN: OEDI          M  M  A  R  S                08/08/95 10:06:28
     EDI OUTGOING STATUS TABLE
     KEY IS TRANS CODE, DEPT, TRANS NUMBER, TRANS LINE NUMBER, TRANSMIT DATE

                  TRANSACTION   TRANSACTION   TRANSMIT   TRANSMIT
     TC   DEPT      NUMBER      LINE NUMBER     DATE      STATUS
     --   ----   -----------   -----------   --------   --------
 01- PG   FUN    MTCH5BMAILL                 06 06 95       C
 02- PG   FUN    MTCH5KALPAN                 05 23 95       C
 03- PG   FUN    MTCH5SOFTWR                 05 05 95       C
 04- PG   FUN    MTCH5VISIOO                 05 05 95       C
 05- PG   FUN    MTCH5054000                 03 07 95       C
 06- PG   FUN    1000G500001                 10 08 94       C
 07- PG   FUN    1000G500006                 11 19 94       C
 08- PG   FUN    1000G500007                 11 19 94       C
 09- PG   FUN    1000G500008                 11 21 94       C
 10- PG   FUN    1000G500009                 11 21 94       C
 11- PG   FUN    1000G500010                 11 30 94       C
 12- PG   FUN    1000G500011                 11 30 94       C
 13- PG   FUN    1000G500012                 12 20 94       C
 14- PG   FUN    1000G500013                 01 24 95       C
```

DESCRIPTION: This table maintains the transmit status of MMARS transactions that will be processed through EDI. It is referenced to determine which MMARS transactions will be included in the daily outgoing EDI file.

Valid Status Codes:

Open: O (missing information) ***Rush:*** *R (order was a rush)*
Closed: C (match/payment cleared) ***Hold:*** *H (the order is being held)*

A "checklist" before doing modification of PG / PD / SC:

a. *Check Received Quantity field on OPOC table, there cannot be a decrease more than you received*

b. *Check invoice amount on OPOC table, you should get credit from the vendor first if invoice is processed before doing a modifying decrease*

In the instructions that follow, it is assumed that the PG or PD has already been transmitted and is off the SUSF table or if the document has not ben transmitted but gone "Done" and not off SUSF. You need to reference the original purchase order document in order to zero it out and then re-ente a new PG or PD with the correct information.

For example, perhaps you entered in an incorrect quantity or an incorrect catalog number was entered for an item.

Modifying a PG or PD with a "Done" Status

In the instructions that follow, it is assumed that the purchase order has already gone Done in the system. You need to reference the original purchase order document in order to zero it out and then re-enter a new purchase order with the correct information. Follow these instructions:

First you must retrieve the SUSF table:

ACTION:	**N**
SCREEN:	**SUSF**
	Hit <Enter>

On this screen type the following:

ACTION:	**S**
FUNCTION:	**New**
LINE 00:	Enter in the original transaction number of the purchase order to be modified
	Hit <Enter>

This brings you to the header screen of the purchase order, type the following (this information can be found on the Open EPS PO Header (OPOL) and Line tables):

HEADER

PD or PG DATE:	**Today's date**
ACTION:	**M**
DELIVERY DATE:	Original date that the order was to be received
VENDOR:	Vendor code

LINE

LN:	Line number
DPT:	Three (3) letter department code
APPROP/SUB:	Appropriation and subsidary
ORG:	Required for a PD, not required for a PG
OBJ/SB:	Object code required
LINE AMOUNT	If you are entering a single line go to the FUNCTION field, type "ED" , hit <Enter>. The DOC TOTAL field will be calculated by the system for you. Now type this dollar amount in the LINE AMOUNT field. (If you are entering multi-lines you must enter the line information calculating the dollar amount for each line entered.) Type "ED" in the FUNCTION field, hit <Enter>. The Status of the document will indicate "Rejected" because an Override is required. (See Step 8).

LINE NUMBER:	**Of the PO**
REF PO LINE:	**Of the PG or PD**
I/D:	**D** (for Decrease) / I (for Increase)
FUNCTION:	**ED**
	Hit <Enter>

This should schedule the document for MMARS processing. Type "FD" in the FUNCTION field, hit <Enter>. This will take you back to SUSF.

If this example included an incorrect vendor delivery number and had to decrease all items on the OR, then you would enter a new OR using either the OREG or ORSG tables.

Remember, there are distinctions to modifications if at various stages of the EDI purchasing process.

Now you need to enter a new purchase order Document ID on the SUSF table. Follow these instructions:

ACTION:	**S**
FUNCTION:	**New**
LINE 00:	**Type in a new purchase order Document ID (PG or PD)**
	Hit <Enter>

This brings you to the HEADER of the order entry, type the following:

ACTION:	**ED**
PD or PG DATE:	**Today s date**
DELIVERY DATE:	**Date goods to be received**
VENDOR CODE:	**Of the vendor**

LN:	Line number.
DPT:	Three (3) letter department code.
APPROP/SUB:	Appropriation and subsidary.
ORG:	Required for a PD, not required for a PG.
OBJ/SB:	Object code required.
LINE AMOUNT:	If you are entering a single line go to the FUNCTION field, type "ED" , hit <Enter>. The DOC TOTAL field will be calculated by the system or you. Now type this dollar amount in the LINE AMOUNT field. (If you are entering multi-lines you must enter the line information calculating the dollar amount for each line entered.) Type "ED" in the FUNCTION field, hit <Enter>. The Status of the document will indicate "Rejected" because an Override is required. (See Step 8).
	Hit <enter>

This brings you to the line of the purchase order, type the following:

LINE NUMBER:	**Of the PO**
REF PO LINE:	**Of the PG or PD**
I/D:	**"I"** or **"D"** depending if it is an increase or decrease
FUNCTION: . .	**ED**
	Hit <Enter>

This will schedule the order entry for processing in MMARS. Type "FD" in the FUNCTION field to get back to SUSF.

Reference Tables

There are several tables available to you that enable you to monitor your documents. They appear on the following pages with descriptions.

EDI Outgoing Status Table (OEDI)

```
ACTION: R  SCREEN: OEDI          M  M  A  R  S                08/04/95 15:56:21
     EDI OUTGOING STATUS TABLE
     KEY IS TRANS CODE, DEPT, TRANS NUMBER, TRANS LINE NUMBER, TRANSMIT DATE

                  TRANSACTION    TRANSACTION    TRANSMIT    TRANSMIT
     TC   DEPT      NUMBER       LINE NUMBER      DATE       STATUS
     --   ----   -----------    -----------    --------    --------
 01- PG   FUN    1000CCH0001                   06 06 95        C
 02- PG   FUN    MTCH5KALPAN                   05 23 95        C
 03- PG   FUN    MTCH5SOFTWR                   05 05 95        C
 04- PG   FUN    MTCH5VISIOO                   05 05 95        C
 05- PG   FUN    MTCH5054000                   03 07 95        C
 06- PG   FUN    1000G500001                   10 08 94        C
 07- PG   FUN    1000G500006                   11 19 94        C
 08- PG   FUN    1000G500007                   11 19 94        C
 09- PG   FUN    1000G500008                   11 21 94        C
 10- PG   FUN    1000G500009                   11 21 94        C
 11- PG   FUN    1000G500010                   11 30 94        C
 12- PG   FUN    1000G500011                   11 30 94        C
 13- PG   FUN    1000G500012                   12 20 94        C
 14- PG   FUN    1000G500013                   01 24 95        C
```

DESCRIPTION: The OEDI table records all MMARS transactions included in the EDI outgoing process. This table maintains the transmit status of MMARS transactions that will be processed through EDI. It is referenced to determine which MMARS transaction will be included in the daily outgoing EDI file.

Valid Status Codes:
Open: O (document has not been transmitted) ***Closed: C (document has been transmitted)***

Open PO COMM Line Table (OPOC)

```
ACTION: R  SCREEN: OPOC          M  M  A  R  S                07/19/95 11:49:03
 OPEN PO COMM LINE TABLE
 KEY IS TRANS CODE, TRANS DEPT, TRANS NUMBER, LINE NUMBER

 TRANS CODE: PD       TRANS DEPT: FUNAAB       TRANS NUMBER: 1000 CCH0001
 01-  LINE NO: 001  COMM CODE: 600 15 15 0000  PA LINE #:        INV ITEM #:
        DESCR: SHREDDER, PAPER
       ORDERED QUANTITY:      1    UNIT: EACH    CATALOG #:136789
      MANUFACTURER:
            MODEL:                                      FEATURE CODE:
                           UNIT COST:        504.9700 TOTAL COST:         504.97
      RECEIVED QUANTITY:      1  SPEC COND:    P/F:   TOTAL RECD:           0.00
      INVOICED QUANTITY:      1  SPEC COND:    P/F:   TOTAL INVD:           0.00
                     LAST UNIT COST:           0.0000       TEXT:   SBS IND: N
             BID NUMBER:                BID SUFFIX:     BID LINE:
```

DESCRIPTION: OPOC is an open item table which contains commodity information on the PG and PD documents. This table keeps a running balance of the received and invoiced quantities. OPOC was modified to contain the manufacturer, model, and feature code fields which are being added to the PG and PD documents.

Open EPS PO Header Table
(OPOH)

```
ACTION: R  SCREEN: OPOH          M  M  A  R  S                07/19/95 11:53:05
 OPEN EPS PO HEADER TABLE
 KEY IS TRANS CODE, TRANS DEPT, PO NUMBER
 01-
        TRANS CODE: PD           TRANS DEPT: FUN       PO NUMBER: 1000CCH0001
              DATE: 05 25 95                             BUYER:
       VENDOR CODE: 042657526      ALT ADDR: 0001       VORD AC:
              NAME: PHASE ONE OFFICE PRODUCTS
           ADDRESS:                                   ORDER TYPE:
                    89 FULKERSON ST                   CONF ORDER:
                    CAMBRIDGE          MA  021410000      PA #:
          VCONTACT: DARIA WAITE X323                  PROM IND: N
          PCONTACT:                             PHONE #: (617)  727-5000 X  021
     SHIP DPT/CODE: AAB 5000                      FOB DEST/SHPG PT: 1
         SHIP ATTN: D. RYAN                         DELIVERY DATE: 05 31 95
     BILL DPT/CODE: AAB 5000                     OFF RESERVE ACCT: 0351
         BILL ATTN:                             TRANSMISSION METHOD: P
       ORDERED AMT:          504.97               EXPENDED AMOUNT:         441.23
        CLOSED AMT:          441.23                   CLOSED DATE:
      OUTSTDNG AMT:           63.74                     PO HOLD:
      RECEIVED AMT:            0.00                LAST PRINT DATE: 05 26 95
      INVOICED AMT:          441.23
```

DESCRIPTION: OPOH is an open item table which contains data on the PG and PD documents. OPOH is modified to include a PROM indicator which will be referenced in the three-way match process.

Procurement Match Table
(PROM)

```
ACTION: R  SCREEN: PROM          M  M  A  R  S                07/19/95 11:56:33
                        *** PROCUREMENT MATCH TABLE ***

 KEY IS PURCHASE ORDER ID, VENDOR DELIVERY NUMBER

 PURCHASE ORDER ID: PD FUN 1000CCH0001

     VENDOR DELIVERY        VENDOR INVOICE         RECEIPT            PROM
     NUMBER                 NUMBER                 TRANS ID           STATUS
     ---------------------- ---------------------- ------------------ -
 01- IN75493                 9507-143-07          OR OSC 5000D223386    C
 02- IN75494                 9507-143-06          OR OSC MTCH5KAPLA2    C
 03- 3400493                 9507-143-08          OR OSC MTCH5KAPLA3    C
 04-
 05-
 06-
 07-
 08-
 04-*L009 HEADER CHANGE
```

DESCRIPTION: This table records the relationship between purchase orders, order receipts, and invoices at the document level. It also records the status of the record, whether it has been matched or not, and if the record should be selected for performing a match.

Valid Status Codes:

Open: O (missing information) *Matched: M (match has occured)*
Unmatched: U (match has not occured) *Closed: C (PV has generated in MMARS)*

Note: A "C" does not mean payment has been issued to the vendor. Check for "Expended Amount" on the OPOH table. Check for "Closed Amount" on the OHPV table. If PV is not found on OPOH and OVPV it may have been deleted. Generate a new PV.

Open Purchase Order Table
(OPOR)

```
ACTION: R  SCREEN: OPOR          M  M  A  R  S                08/07/95 17:43:33
     OPEN PURCHASE ORDER TABLE
     KEY IS PURCHASE ORDER TRANS ID, VENDOR DELIVERY NUMBER

     PURCHASE            VENDOR DELIVERY        VENDOR INVOICE          PROM
     ORDER ID            NUMBER                 NUMBER                  STAT
     ================== ====================== ----------------------  -
         RECEIPT TRANS ID    PO DATE   VENDOR NAME
         ------------------  --------  ------------------------------
 01- PD FUN 1000CCH0001 NB0731F                 0000002345               C
        OR FUN 1000CCH0001              STAPLES, INC
 02- PD FUN 1000NB0731G NB0731G                 123479900                M
        OR FUN 1000NB0731G              STAPLES, INC
 03- PD FUN 1000NB0731G NB731G2                 768900090                U
        OR FUN 1000NB731G2              STAPLES, INC
 04- PD FUN 1000NB0731G NB731G3                                          O
        OR FUN 1000NB731G3              STAPLES, INC
 05- PD FUN 1000NB0731H NB0731H                                          O
        OR FUN 1000NB0731H              STAPLES, INC
 06- PD FUN 1000NB0731H NB731H2                                          O
        OR FUN 1000NB731H2              STAPLES, INC
```

DESCRIPTION: The purpose of this table is to display purchase orders that are still open (i.e. not all vendor deliveries and invoices have been received. If all invoices and/or vendor deliveries have been received for a purchase order, the entry will be deleted from the table.)The OPOR table records the relationship between the three match criteria. In addition it shows the vendor delivery number, PO date, vendor name and indicates PROM status.

Valid Status Codes:

Open: *O (missing information)* ***Matched:*** *M (match has occured)*
Unmatched: *U (match has not occured)* ***Closed:*** *C (PV has generated in MMARS)*

Note: A "C" does not mean payment has been issued to the vendor. Check for "Expended Amount" on the OPOH table. Check for "Closed Amount" on the OHPV table. If PV is not found on OPOH and OVPV it may have been deleted. Generate a new PV.